



SACRAMENTO – SAN JOAQUIN  
**DELTA CONSERVANCY**

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## Update for Strategic Plan and Policy Subcommittee

**Requested Action:** Receive information about the Strategic Plan RFP process and approve delegation of authority to award the contract. Receive information about the Delta Habitat Initiatives Managers Team. Advise and direct Delta Conservancy staff regarding next steps for these items, as necessary.

**Recommendation:** Approve selection of winning bid and delegation of authority to award the contract.

### Strategic Plan RFP

The Conservancy received eight proposals in response to its RFP. The Conservancy used the secondary method for this contract, which means we used a combined total point system for making the award. The final selection is awarded to the responsible proposer achieving the highest combined scores from the rating/scoring criteria (phase I), interview (phase II), and cost points (phase III).

Of the eight proposals, two were disqualified because they did not fully meet submission requirements and were deemed non-responsive. One proposal did not meet the point criteria (83 points) to make it into the interview phase. The remaining five proposers were interviewed; of those, two achieved enough points (260 or more) to move onto the final phase of the bid process—cost points. The lowest bid was awarded 90 points, and the remaining bid received a percentage of the 90 points (lowest bid divided by second bid to determine percentage factor).

The winning proposer had a combined total of 360.4 points, with a bid under the \$250,000 cap. Below is a table showing the points distribution.

Bidder Name	Rating/Scoring Points	Presentation & Oral Interview Points	Cost Points	Final Score
Bidder A*	97.4	173	90	360.4
Bidder B	91.6	176	87.3	354.9
Bidder C	89.5	123	--	212.5
Bidder D	95.25	117.4	--	203.7
Bidder E	89.9	98.2	--	188.1
Bidder F	71.5	--	--	71.5
Bidder G	DQ			DQ
Bidder H	DQ			DQ
* Winning Bidder				

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Under this selection method, the Board has two choices: (1) to go with the winning bidder, or (2) restart the process. (Please see RFP Background below.) With Board approval at its August 17 meeting, the Conservancy will publish a notice of intent to award a contract. The earliest a contract may be awarded would be August 24, 2011.

Staff recommends that the Board approve the Conservancy selection of the winning bidder and approve the delegation of authority (Attachment 8.2) to the Executive Officer to award the Strategic Plan contract for no more than \$250,000.

**RFP Background.** The Board requested at its May 18 meeting a brief synopsis of the RFP process. Request for Proposals is one of several ways the State can contract for consultants, using the secondary method of combined total points (discussed above). For the Conservancy's RFP, we consulted with the Department of General Services (DGS) and used their template as a guide for our proposal document. The RFP process is designed to be fair to all participants and to encourage small business and disabled veteran business enterprises (DVBE) participation in State contract awards.

The process begins with writing and publishing a bid document on the DGS BidSync website. This document provides background information about the services being sought, submission requirements, minimum qualifications for the principles, a statement of work and deliverables, and standard state contracting forms. The Conservancy's bid document used the DVBE preference option and encouraged prime consultant—small business partnerships. The Conservancy's bid document was posted on May 10, 2011.

Prospective bidders had two opportunities to ask questions regarding the bid document. The first opportunity was through written questions and the second was at the mandatory pre-bid conference on May 20, 2011. Written responses to the written questions were provided at the pre-bid conference and posted at the DGS website. Questions at the pre-bid conference highlighted for Conservancy staff the need to be more precise in the scoring method, and an addendum to the bid document was published on May 24, 2011, and extended the deadline for proposal submittal to 3 p.m. June 7, 2011.

Eight proposals were submitted. There were five people on the Review Panel: Mike Eaton and Jim Provenza for the Board and Campbell Ingram, Cindy Messer, and Nancy Ullrey for the Conservancy staff (Jim Provenza joined the panel for the interviews). An initial review was conducted to make sure the eight proposals conformed to the submittal requirements. All proposals were reviewed by the panel. Each reviewer or interviewer had a score sheet for each bidder; individual scores were tallied and divided by the number of reviewers to arrive at the consensus score, shown in the table above. Phase I determinations were made on July 13; phase II interviews were conducted on August 3 and 4, 2011. Only those bidders who made it into phase III had their sealed bids opened on August 9, 2011.

A Notice of Intent to Award will be posted on BidSync and the Conservancy's website upon approval of the full Board. A contract can be signed as early as August 24, 2011. This contracting process provides a fair and reasonable way for the most responsible bidder with a reasonably low cost to receive the award.

### **Delta Habitat Initiatives Managers Team ("Big Tent")**

On July 1, 2011, the Strategic Plan and Policy Subcommittee discussed the Conservancy's role in assuming responsibility for the Big Tent process. It is important to note that the Big Tent process will cease to exist and the tools discussed below will help inform development of the Conservancy's Strategic Plan and future implementation. Members of the subcommittee expressed concern about assumptions in the habitat suitability model and requested a demonstration of the model. On July 18, 2011, staff met with DWR staff to discuss shifting the Big Tent process to the Conservancy strategic planning process. At that time staff requested a model demonstration for the Subcommittee or the full Board and DWR staff requested that we target late September or early October to allow further refinement of the model. We will schedule the demonstration as soon as possible.

**Background.** The Delta Habitat Initiatives Managers Team (also known as "Big Tent") was developed to share specific project information, with the intent of informing critical decisions about ongoing restoration programs in the Delta. The Big Tent effort aims to facilitate partnerships and identify opportunities for collaboration in project planning and implementation, as well as address possible constraints or conflicts among the various programs. The participants in the Big Tent include the Department of Fish and Game, Department of Water Resources (DWR), Delta Conservancy, Delta Stewardship Council, Bay Delta Conservation Plan and State and Federal Contractors Water Agency.

As part of the Big Tent effort a Delta Habitat Projects database and GIS data set were developed, which contain information on past and current restoration projects and land acquisition. Furthermore, a Habitat Suitability Model was developed to help determine the most suitable areas for the restoration of different habitat types. This model is currently being refined to include the entire Delta and updated datasets.

At the May 18 Board meeting, Gail Newton, Chief of Flood Safe Environmental Stewardship and Statewide Resource Office of DWR (FESSRO), presented an overview of the Big Tent effort and suggested the effort be transferred to the Conservancy. The intent of the Big Tent parallels the role of the Conservancy and it would be more appropriate for the Conservancy, rather than DWR, to carry the effort forward as part of the development of our Strategic Plan. Conservancy staff envisions using the Delta Habitat Projects database and Habitat Suitability Model to further inform the goals, strategies, priorities, criteria, and performance metrics that will be incorporated in the Conservancy's Strategic Plan.

### **Workgroups**

Five of the eight workgroups have met. The workgroups are: Ecosystem Restoration; Landownership and Best Management Practices; Climate Change; Agriculture, Recreation and Tourism (formerly Economic Sustainability); and Delta Plan.

The prevailing issue at the workgroups is the Conservancy's role in the respective areas. The expectation expressed in many of the workgroup meetings is that the Conservancy would define its role in the respective areas.

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After a few meetings of the workgroups with mixed results—and at times a disappointing turnout—Conservancy staff decided to retool its approach and focus its efforts on outreach to Delta communities until a consultant was hired to assist with the workgroups. Three community outreach meetings were scheduled (Attachment 8.3):

- Wednesday, August 3, 6:30-8:30pm, Peter's Steakhouse, 203 2<sup>nd</sup> Street, Isleton
- Thursday, August 11, 6:30-8:30pm, Island Joe's, 6210 Bethel Island Rd, Bethel Island
- Tuesday, August 16, Clarksburg Community Church, 52910 Netherlands Avenue, Clarksburg

Staff continues to build its knowledge base of the various topics related to the Conservancy's mandates and the workgroups.

### **Attachments**

Attachment 8.2: Delegation of Authority for Strategic Plan Contract  
Attachment 8.3: Delta Community Meeting flier

### **Contact**

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